

## APPLICANT MANAGEMENT COST SUB-APPLICATION CHECKLIST

Applicants **MUST** provide the following in their management cost sub-application in order to be eligible for consideration:

1. **Applicant Information:** Provide name, type, and state of the Applicant, state and Federal tax numbers, and Federal Employer Identification Number;
2. **Contact Information:** Provide the name, agency, and address for the point of contact for the Technical Assistance/Management Cost sub-application;
3. **Community Information:** Indicate the entity that will benefit from the sub-application (use “statewide”);
4. **Mitigation Plan Information:** Indicate whether the Applicant is covered by a FEMA-approved State/Tribal Standard or Enhanced hazard mitigation plan;
5. **Mitigation Activity Information:** Indicate the type, intent and title of the proposed activity;
6. **Hazard Information:** Describe the area to be covered and identify the source of the hazards to be addressed by the activity;
7. **Scope of Work:** Describe the goals and objectives of the activity and how they will be implemented, including timeline/schedule/milestones;
8. **Cost Estimate:** Provide all anticipated and potential costs for each activity, including Federal and non-Federal shares, including an Approved Indirect Cost Agreement, if applicable. Indicate all pre-award costs as separate line items;
9. **Match Sources:** Provide the non-Federal cost share for the proposed activity, including documentation to support the non-Federal cost share and Applicant status as a small, impoverished community, if appropriate, for Federal cost share of up to 90 percent (see Section 2.7, Cost Share Requirements);
10. **Cost-Effectiveness Information:** Management costs are exempt from a Benefit-Cost Analysis; and,
11. **Assurances and Certifications:** Complete the Summary Sheet for Assurances and Certification, FEMA Form 20-16; Assurances - Non-Construction Programs, FEMA Form 20-16A; Certification Regarding Lobbying; Debarment, Suspension and Other Responsible Matters; and Drug-Free Workplace Requirements, FEMA Form 20-16C; and, Disclosure of Lobbying Activities, Standard Form LLL, if applicable.